

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF STATE

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

MAY 16 PM 4:00

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Partnership for Secure America

Private Sponsor(s) (list all):

Travel date(s): May 6-7, 2017

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$33	\$90	\$77	\$167.25
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

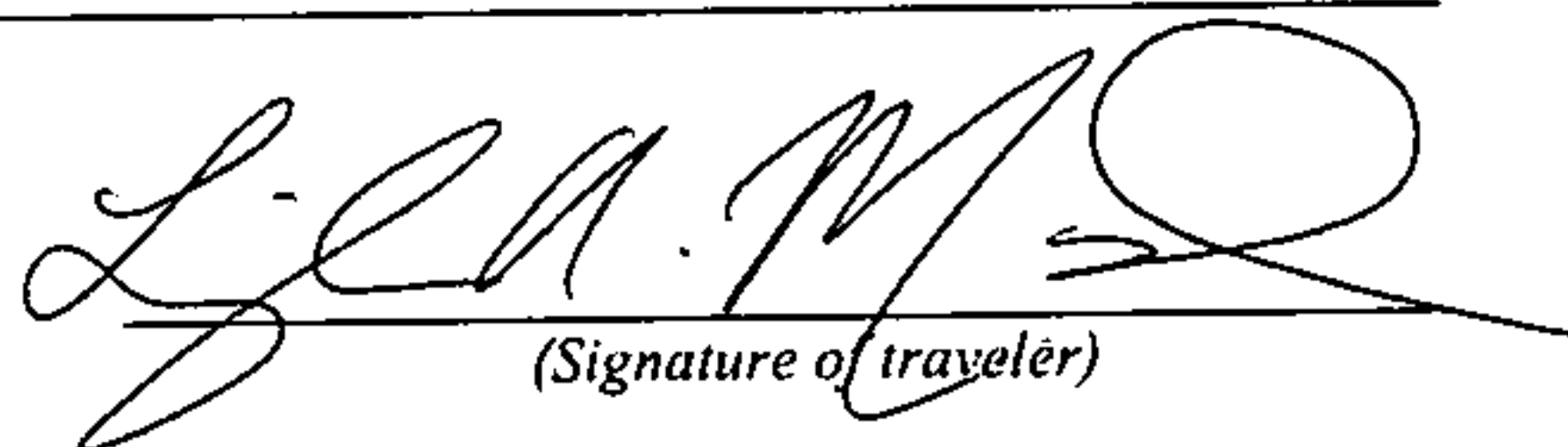
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.)

Meetings and events consisted of policy experts in the field of national security, who discussed current policy options in addressing our nations security challenges - including, North Korea, Iran and Russia. We also did a simulation of the National Security Council to develop better negotiating and mediating skills. See attached itinerary.

5/16/17  
(Date)

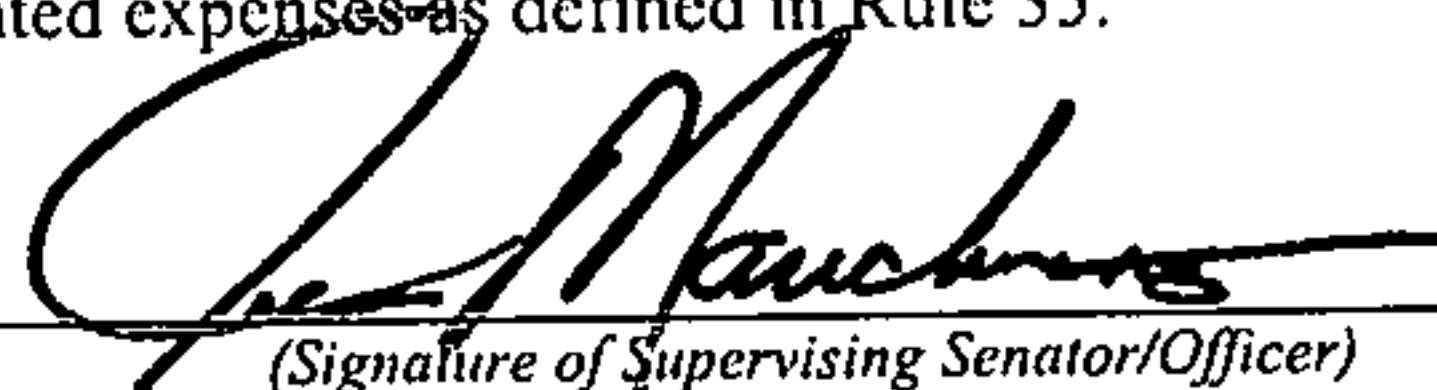
Leigh Maiden  
(Printed name of traveler)

  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/16/17  
(Date)

  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Leigh Maiden

Employing Office/Committee: Senator Joe Manchin III

Private Sponsor(s) (list all): Partnership for Secure America

Travel date(s): May 6-7, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Airlie Conference Center, Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

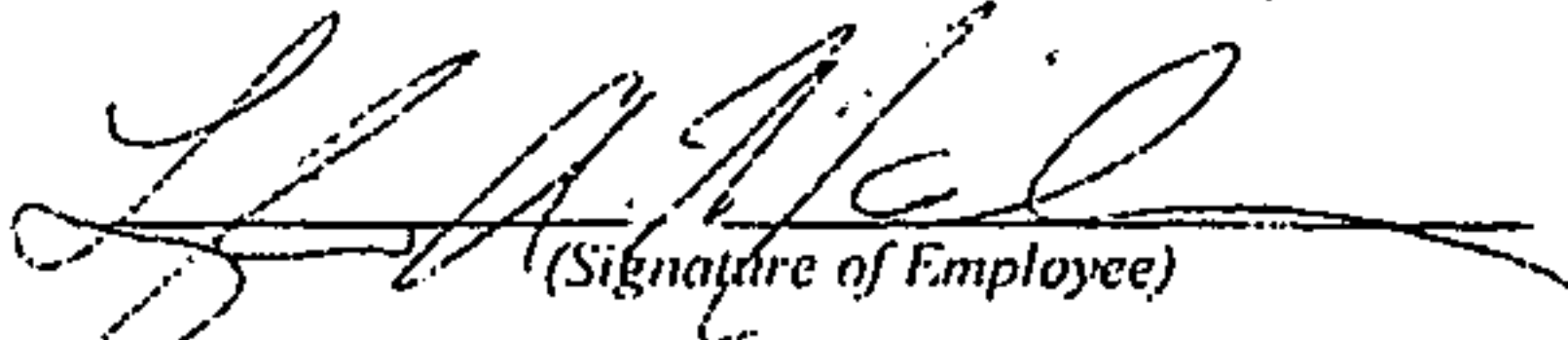
The Partnership for Secure America (PSA) program seeks to enhance the bipartisan and bicameral effectiveness of national security and defense policy. Leigh's portfolio for Senator Manchin encompasses national security, defense and foreign policy. This trip will allow for a professional development opportunity directly correlated with her portfolio as she hears from leaders in the national security and defense spheres and trains in negotiation techniques with her colleagues on both sides of the aisle. She will then be able to bring those experiences and relationships back to the office, which will enhance the knowledge and partnerships within her team.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

April 6, 2017  
(Date)

  
(Signature of Employee)

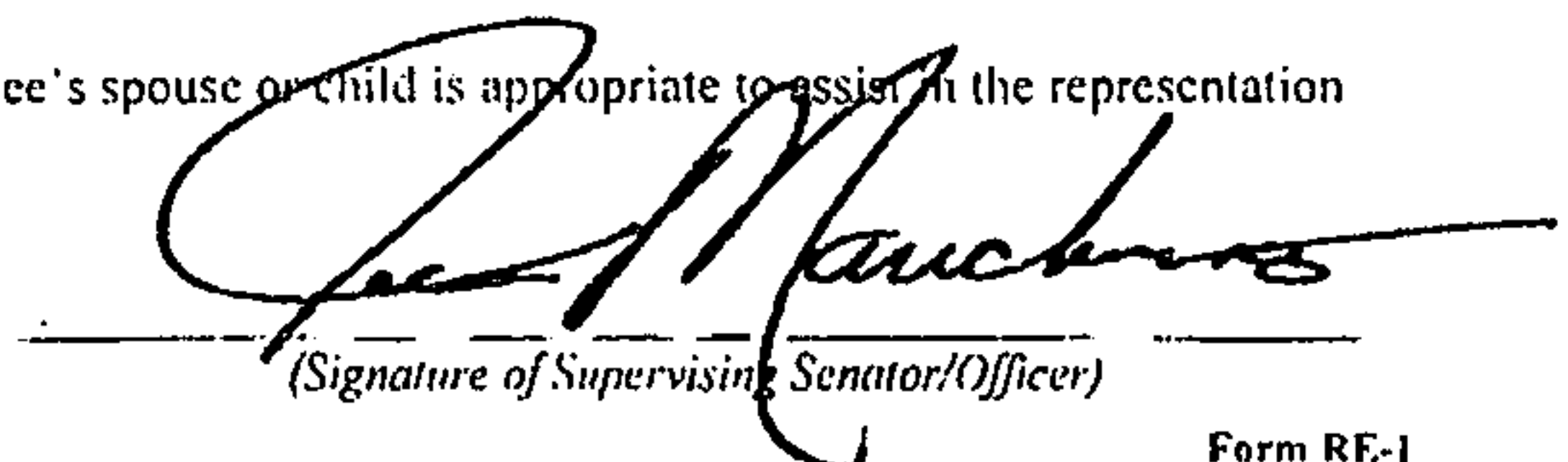
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Joe Manchin III hereby authorize Leigh Maiden  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

April 6, 2017  
(Date)

  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Partnership for a Secure America
2. Description of the trip: Congressional staff weekend of foreign and national security lectures.
3. Dates of travel: May 6-7, 2017
4. Place of travel: Airlie Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See Attached List
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

---

---

---

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) organized the details for this trip.

---

---

---

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring

together staff from both parties to build cross-party relationships and discuss diverse perspectives on

pressing issues in the national security and foreign policy arena.

---

---

---

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the sixteenth such trip of this nature.

---

---

---

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$35	\$90	\$92 (over 2 days)	\$191 conference services (over 2 days)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airie Conference Center, 6809 Airie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Costs for meals and lodging are \$182 over the course of two days - less than the maximum federal government per diem rate of \$157.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

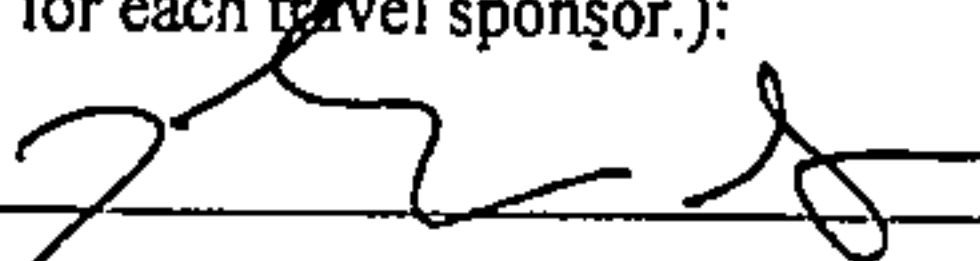
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org



PARTNERSHIP FOR  
A SECURE AMERICA

---

## Congressional Partnership Program Spring 2017 Senate

*All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.*

### **Colleen Berny**

Senate Committee on Homeland  
Security and Governmental Affairs

### **Andrew Geibel**

Sen. Bob Menendez  
(D-NJ)

### **Molly Carpenter**

Sen. John McCain  
(R-AZ)

### **Charles Hockenbury**

Sen. Roger Wicker  
(D-MS)

### **Baxter Carr**

Sen. Shelley Moore Capito  
(R-WV)

### **Kristen Lee**

Sen. Debbie Stabenow  
(D-MI)

### **Melissa Egred**

Senate Committee on Homeland  
Security and Governmental Affairs

### **Jared Lennon**

Senate Committee on Homeland  
Security and Governmental Affairs

### **William Ellis**

Sen. Angus King  
(I-ME)

### **Leigh Maiden**

Sen. Joe Manchin  
(D-WV)

### **Adam Farris**

Sen. James Lankford  
(R-OK)

### **Mario Semiglia**

Sen. Martin Heinrich  
(D-NM)

### **Mikhaila Fogel**

Sen. Susan Collins  
(R-ME)

### **Amy Smith**

Sen. Patty Murray  
(D-WA)



PARTNERSHIP FOR  
A SECURE AMERICA

---

**Andrew Wang**  
Sen. Tim Kaine  
(D-VA)

000000002441





## Congressional Partnership Program Retreat Spring 2017

### Saturday, May 6<sup>th</sup>

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room <b>Guest Speakers:</b> To be Determined <b>Topic:</b> Bipartisan Panel
7:00 – 7:30 pm	East Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	East Room Keynote Dinner <b>Guest Speaker:</b> Tom Donilon, former National Security Advisor (INVITED) <b>Topic:</b> Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	East Room After-Dinner Reception Informal conversations with guest speakers



## Congressional Partnership Program Retreat Spring 2017

### Sunday, May 7<sup>th</sup>

8:00 – 9:00 am	Airlie House – Dining Room Breakfast
9:00 – 12:00 pm	<b>*Group A*</b> Airlie House – Meadow Room National Security Council Simulation <b>National Security Advisor:</b> Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security (INVITED)
9:00 – 10:30 am	<b>*Group B*</b> Airlie House – Studio <b>Guest Speaker:</b> Amb. John Beyrle, Former Ambassador to Russia (INVITED) <b>Topic:</b> Future of US-Russia Relations
10:30 – 12:00 pm	<b>*Group B*</b> Airlie House – Studio <b>Guest Speaker:</b> To be Determined <b>Topic:</b> Challenges Facing the European Union
12:00 – 1:00 pm	Airlie House – Dining Room Lunch
1:00 – 2:00 pm	Informal conversations with guest speakers
2:00 – 5:00 pm	<b>*Group B*</b> Airlie House – Meadow Room National Security Council Simulation  <b>National Security Advisor:</b> Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security (INVITED)



PARTNERSHIP FOR  
A SECURE AMERICA

---

## Congressional Partnership Program Retreat Spring 2017

2:00 – 3:30 pm

*\*Group A\**

Airlie House – Studio

**Guest Speaker:** Amb. John Beyrle, Former  
Ambassador to Russia (INVITED)

**Topic:** Future of US-Russia Relations

3:30 – 5:00 pm

*\*Group A\**

Airlie House – Studio

**Guest Speaker:** To be Determined

**Topic:** Challenges Facing the European Union

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

000000002444

May 16, 2017  
~~April 6, 2017~~

To Senate Ethics:

Please see attached the ethics forms for Leigh Maiden concerning the Partnership for Secure America retreat on May 6-7, 2017. If there are any questions or concerns, please contact Leigh at 202-228-6730 or via email at [leigh\\_maiden@manchin.senate.gov](mailto:leigh_maiden@manchin.senate.gov).

Thank you.

00000000002445